

## **Town of Rolesville Employee Job Description**

**CLASS TITLE:** Planner  
**SALARY GRADE:** 13  
**NCLM CLASS CODE:** 20470  
**LAST UPDATED:** September 6, 2014

**EXEMPTION:** Non-exempt

**PURPOSE OF CLASS:**

Under general supervision, performs highly responsible professional municipal planning, zoning, and development functions

**PRIMARY TASKS:**

- Assists with issues such as, but not limited to, current planning, long range planning, annexation, zoning map and text amendments, code enforcement, plan review, building permit issuance, certificate of occupancy, and UDO administration
- Assists with developing, implementing, and administering planning and zoning policies, ordinances, and procedures
- Assists with the Town of Rolesville's building inspection program, in cooperation with Wake County, including plan review, permitting, fee collection, field inspections, and certificates of occupancy issuance
- Researches issues, and prepares and presents recommendations to staff on various planning studies, including land use, rezoning, and subdivision development
- Assists and works with various boards and community groups as directed
  - Attends monthly meetings of the Town of Rolesville Mayor and Board of Commissioners, Planning Board, and Board of Adjustment as needed
  - Attends occasional meetings of community groups
  - Presents to various boards and community groups as needed
  - Gathers information if requested by a board or community group as needed
- Assists Town staff and citizens with their digital mapping needs
- Observes all areas within the town limits to ensure that no violations of the Town Code of Ordinances exist from applicable chapters such as:
  - Substandard housing
  - Abandoned motor vehicles
  - Nuisances
  - Garbage, solid waste, weeds, and rubbish
  - Health and sanitation
  - Streets and sidewalks
  - Business regulations
  - Handicap accessibility
  - Signage
- Researches in comparison with other municipalities in best management practice to draft the zoning policies, ordinances, and procedures
- Responds to citizen complaints, questions, and requests for information pertaining to zoning districts, yard setbacks, sign regulations, and the like through various communication methods (face to face, telephone, and email)

- Assists Planning Department staff in identifying grants and other non-municipal funding sources, preparing grant applications and proposals, and assisting in the administration of grants
- Calculates development fees based on the current fiscal year fee schedule
- Maintains a calendar for online due dates and expiration dates for fees and permits
- Performs other duties as required

**EQUIPMENT OPERATED:**

Calculator, computer, scanner, copier, large scale printer, telephone, and other related office equipment.  
Motor vehicles

**REPORTING RELATIONSHIP:**

This position reports to the Planning Director

**WORKING CONDITIONS:**

- Employee subject to the hazards associated with field work in site surveys performing planning and zoning activities including both inside and outside environments, in extreme hot and cold weather, and exposure to loud noises, vibrations, traffic construction site safety issues, electricity and elevated places, chemical fumes, and in close confined quarters
- Must be able to perform all basic life operational functions of fingering, grasping, talking, hearing, and repetitive motions
- Must be able to perform light work exerting up to 20 pounds of force occasionally
- Must possess the visual acuity to prepare and analyze data, visually inspect, read blueprints, use measuring devices, and read extensively

**JOB CONTEXT:**

- This position works 40 hours per week during the five day work week
- Weekends and overtime are sometimes necessary to fulfil the job duties
- The stress level of this job is moderate

**QUALIFICATIONS:**

**A. EDUCATION:**

- Graduation from and accredited college or university with a bachelor's degree in municipal planning or closely related field
- Preferably a master's degree in municipal planning or closely related field
- Preferably a certification from the American Institute of Certified Planners
- Preferably a North Carolina Zoning Official Certification

**B. EXPERIENCE:**

Considerable experience of an increasingly responsible nature in municipal planning and development, or other related area; or an equivalent combination of training and experience

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Thorough knowledge of general statutes relating to municipal planning
- Thorough knowledge of the principles and practices pertaining to municipal planning
- Thorough knowledge of the philosophy underlying the laws and regulations pertaining to municipal planning
- Thorough knowledge of municipal planning purposes, principles, and techniques
- Thorough knowledge of emerging planning and zoning legislation

- Thorough knowledge and understanding of the framework of municipal government
- Thorough knowledge of how to deal with the public in combative situations all while remaining respectful and professional
- Good knowledge of statutes, rules, and regulations relating to community development
- Good knowledge of quantitative methods and research techniques
- Working knowledge of the current literature, trends, and developments in the field of municipal planning
- Working knowledge of the building permitting and inspection process and requirements
- Ability to develop area wide planning and development programs in accordance with modern practices and standards
- Ability to prepare and present, in a clear and concise manner, oral and written reports
- Ability to analyze complex planning problems and to present viable recommendations for their solution
- Ability to prepare comprehensive master plans and to maintain such plans with technical accuracy
- Ability to deal effectively with public and community groups concerned with municipal planning
- Ability to establish and maintain effective working relationships with other employees, Town officials, general public, and various groups and agencies
- Ability to enforce ordinances with tact, firmness, and fairness.

**SPECIAL REQUIREMENTS:**

Computer literate in word processing, email systems, database, basic principles of Geographic Information Systems, computer mapping, and graphic software. Possession of a valid North Carolina driver's license